

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

August 5, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-06

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2016-57 - Employees Receiving Lump-Sum
Payments with Active Child Support

This memorandum is a reminder of the information previously reported in [OSUP Memo # 2016-57](#) regarding employees receiving lump-sum payments with active child support.

Effective **immediately**, prior to issuing lump-sum payments in the amount of \$300 or more to employees with an active child support record for the Department of Social Services (Vendor 80119), agencies must follow the updated procedures for [Employees Receiving Lump-Sum Payments with Active Child Support](#) on the [OSUP Procedures Page](#) to notify the Office of State Uniform Payroll (OSUP).

When certain wage types are used for employees with active child support records, the employee will be locked from payroll processing. These locks have been added to ZP169 (Payroll Locks Report). Agencies must contact OSUP immediately to handle these payments/child support withholdings. Refer to the Employees Receiving Lump-Sum Payment with Active Child Support procedures for more detailed information.

Although OSUP will run ZP67 to monitor and identify employees who were issued a lump-sum payment with an active child support and locked from payroll, it is very important that agency personnel contact the Garnishment Administration Unit (GA) prior to entering lump-sum payments of any type for an employee who has an active child support record in the LaGov HCM system.

Questions concerning this matter should be directed to a member of OSUP's Garnishment Administration Unit at _DOA-OSUP-GARN@la.gov or (225) 342-5332.

APH:KH/mfr